

Approved 9/24/2024

St. Mark's Episcopal Church

Vestry Meeting Minutes

July 23, 2024

Via Zoom & In Person, 7:00PM-8:55PM

Attendance

- *Vestry Members Present:* Michele Morgan (Rector), Jim Brooks (Senior Warden), Jan Lipscomb, Nick Rogers, Elizabeth Becker, Todd Thorpe, Meg Platt, Kristina Keenan, Martha Huizenga (Junior Warden)
- *Vestry Members Absent:* Travis Beaty, Hank Donnelly, Doug Padgett
- *Officers Present:* Randy Marks (Clerk), Doug Ammon (Treasurer), Frank Nickerson (Assistant Treasurer for Bequests and Special Gifts), Rosemary Harold (Counsel)
- *Finance Committee Members:* Bill Crusey, Annick Milde (Parish Finance Administrator)
- *Clergy:* Caitlin Frasier (Assistant Rector)

Finance Committee Meeting

This meeting began with a Finance Committee meeting, focusing on the Mid-Year Financial Review, the first step in the budget process.

- Doug presented [Treasurers Report to Vestry. July 2024.docx](#)
 - He thanked Annick for doing all the hard work.
 - Finances are healthy. High operating balance, reserves, and endowment.
 - Operating income lagging budget. Pledges tend to be down; now \$50,000 less in pledge payments this year

compared to last year. This month doing \$20,000 better than in previous months.

- About an \$85,000 deficit so far (compared to about \$58,000 budgeted deficit).
- Recommends against any budget cuts now. Revisit in September. Will check with some parish managers on estimates and needs.
- Vanguard Funds up 5% this year.
- Bequests to date of \$38,000 that will go into the Building Reserve Fund. Expecting \$70,000 from another bequest.
- Endowment has not spent a lot of money to date.
- Adjusted Budget to account for new Assistant Rector.
- Questions & Discussion:
 - Jim: Total Miscellaneous Revenue components? Columbarium Purchase, Solar Credits, Plate/Unpledged. Maybe an optimistic projection.
 - Use of Building potential for more income.
 - Meg asked about when to consider budget increases (as we agreed); Jim pointed out that we don't have the money now.
- Michele suggested FinComm come back in September to change the budget without tapping the Operating Reserve.

Vestry Meeting

Budget

Motion to accept [2024 Budget Adjustments July 1, 2024.pdf](#). Motion: Meg;
Second: Elizabeth; Approved unanimously.

June Meeting Minutes

June Vestry minutes ([Vestry Minutes.6-25-2024](#)) Approved unanimously (Meg abstained)

Assistant Rector's Housing Allowance

Resolution to establish the Assistant Rector's Housing Allowance ([Assistant Rector Housing Allowance Resolution 2024.pdf](#)). Approved unanimously.

Annual Meeting Date

Motion to have annual meeting on February 2, 2025. Motion: Jim; Second: Elizabeth; Approved Unanimously.

Reports

Rector:

- Invited Vestry members to sign up to greet at Sunday services. She revised the script.
- Trying to get a Greeter Team together.
- Budgetary concern: Jeff here 14 years. Contract says he gets a sabbatical every 7 years. Maybe we postpone a year because of choir tour to United Kingdom next summer. She will discuss with Jeff and Personnel Committee.
- Vestry nominations due Jan 2; she will appoint the Nominating Committee in November.

Senior Warden:

- Jim discussed the September 8 Celebration: Paul preaching; food event; Parish Fair in courtyard if weather permits; "cramped" if has to be inside.

- Inclination is not to have Vestry meet in August. Use informal communications in August. Vestry members had no objection.

Junior Warden:

- Martha elaborated on her [Junior Warden Report-07.23.2024](#).
- Working on doors to repair termite damage and air conditioning system.
- Need a structural engineer to look at floor damage near elevator.
- Endowment is funding repair of clergy chairs, hoping to have them done by September 8. Will inform Parish via E-Gospel.
- Doing an energy audit.
- Waiting for a proposal from the E-Space calendar scheduling system.

Counsel:

- Rosemary Harold provided an update on the process concerning Raiford Gaffney's bequest to the Parish of all her property.
- Trustees of her estate will manage the house and other assets and find a real estate agent.
- She noted the Trustees requested that we form a liaison committee to work with them.
- Vestry will have to approve proposals to use the bequest based on Raiford's desires, though she left Parish a great deal of flexibility.
- Michele said Raiford wants us to use it for the long-term viability of the church; concern about accessibility. She thanked Rosemary.

Liaisons:

- Nick Rogers reported that there is interest in forming a fund to support the Music Program.
 - Preference is not to establish a lot of process around spending it. Endowment Board discussion suggested a Reserve Fund.
 - Doug said the Finance Committee will consider.
 - Michele wanted to clarify purpose and advocated really clear boundaries.
 - The Vestry would have to approve the fundraising effort.
- Jan Lipscomb asked Vestry members to put October 26 on their calendars for the next Saints & Sinners Harvest Celebration. She's looking for help; she especially needs a DJ.

Building Community & Engagement Discussion

- Jim offered a [Post-Retreat Rpt to Leadership July 2024.pdf](#) regarding the June 29-30 Claggett Retreat.
- Jim introduced the concept of the continuum of connections. We welcome people and bring them into the community. Part of that is to revitalize the Parish Life Pillar. Engage people to welcome people at a door.
- Jim noted as elements of the continuum of connections:
 - Small (affinity and other) groups: Caitlin to shepherd.
 - Mentorships: Plug people into roles. The Membership Committee could take on.
 - Hospitality.
 - Communications/website: Elizabeth, Chris, and Caitlin are meeting this week.

Respectfully submitted

Randy Marks

Vestry Clerk